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| Classification: Information Technology Specialist I | Position No. 210-1402-014 |
| Working Title: Application Developer | Office: Application Development Office |
| CBID: R01 | Division: Information Technology Services Branch Administrative Services Division |
| Date Prepared: March 12, 2019 | |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

POSITION DESCRIPTION:

Under direction of the Application Development Office (ADO) Supervisor, the incumbent may perform a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specified guidelines. The incumbent will work on complex applications in ASP.NET and SQL, and/or on complex information technology system problems; and works independently as a technical specialist. The incumbent must have a proficient knowledge of data processing concepts, practices, methods and principles within the Systems Development Life Cycle (SDLC) and may act in a lead capacity or work as a team member with other programmers and represent the section at internal and external meetings supporting the Energy Commission's Application Architecture.

DUTIES AND RESPONSIBILITIES:

The incumbent uses a degree of independence and good judgment as an experienced application developer (web or Windows based) in conjunction with systems analysis responsibilities. The incumbent supports customers with technical expertise to implement business processes. The incumbent is required to work independently and cooperatively with energy program staff, co-workers in the Information Technology Services Branch (ITSB), and Energy Commission Executives.

The incumbent may be required to lead technical programmers, provide technical analysis, design and coding expertise, and to understand internal application approval and reporting processes.

The incumbent maintains and supports the Energy Commission's application architecture development standards and exercises good judgment in performing the following specific responsibilities:

| PERCENTAGE OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. |
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| 50% | Performs complex analysis, design, and programming support for all energy program divisions and small offices. Implements multi-user information systems in support of the Energy Commission's energy information needs. Develops complex detailed specifications that result in the applications and reports using ASP.NET and an SQL server |

DUTY STATEMENT

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



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| | platform. Converts business logic designs into program code utilizing the department's standard application architecture. Develops and implements test plans of programs to validate performance, business and technical requirements. (E) |
| 35% | Performs duties by consulting with management and team members to properly implement the project scope, objectives and deliverables. Consults with Energy Commission and ITSB management to facilitate or lead customer meetings that define needs, discuss options and develop alternative methods to address complex applications. Provides technical support and training to other programmers, and ensures that the application architecture standards are enforced. Initiates, plans, and prepares processes and procedures for technical matters related to current processes using data-flow diagram methodologies, conducting problem analysis, developing alternate solutions, and preparing comprehensive reports recommending appropriate action. Develops, monitors, and maintains mitigation, and contingency plans for complex issue resolutions regarding web application maintenance and support. (E) |
| 10% | Provides assistance to the Database Administrator (DBA) in support of SQL server database management systems. Designs and builds logical database structures such as: tables, indexes, views, triggers and stored procedures to identify and allocate database space requirements. Monitors the database for performance, and optimizes and modifies the database to provide support and maintenance. Works with Project Managers to convert the business logic and test software to provide upgrades as required. Coordinates application changes using the change control process. Keeps all application code current with the software versions of the application architecture. (E) |
| 5% | Communicates effectively via phone or email with the customer, ITSB managers and product line vendor(s). Documents and tracks all accomplishments, work in progress, and issues related to daily work. Continues to develop technical skills by attending training, studying manuals and publications, and attending user groups, vendor fairs, and conferences. Performs other programming, project, analytical, and technical duties as required and consistent with the specification of this classification. (M) |

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position.

| SIGNATURES | | | |
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| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | | | |
| <div> <div></div> <div>Employee</div> </div> <div> <div></div> <div>Information Technology Specialist I</div> </div> | | <div> <div></div> <div>Tisha Wong</div> </div> <div> <div></div> <div>Information Technology Supervisor II</div> </div> | |
| <div> <div></div> <div>Date</div> </div> | | <div> <div></div> <div>Date</div> </div> | |